



DEPARTMENT OF THE NAVY
NAVAL AMPHIBIOUS BASE LITTLE CREEK
2800 TARAWA COURT SUITE 100
NORFOLK, VIRGINIA 23521-3297

IN REPLY REFER TO:

NAVPHIBASELCREEKINST 1560.2D

NCO

13 NOV 2002

NAVPHIBASELCREEK INSTRUCTION 1560.2D

Subj: NAVY VOLUNTARY EDUCATION PROGRAM (NAVY COLLEGE PROGRAM)

Ref: (a) SECNAVINST 1740.2
(b) OPNAVINST 1560.9
(c) CNETINST 1560.3

Encl: (1) Naval Amphibious Base Little Creek Voluntary Education Plan 2002-2005

1. Purpose. To establish policy and guidelines for the coordination and management of an on-base Voluntary Education (VOLED) program that will maximize educational opportunities for Navy and DOD employed civilian personnel and provide equal opportunity for eligible institutions to offer educational programs onboard Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK). Changes to this instruction constitute a major revision, therefore, additions, deletions, or changes are not individually marked.

2. Cancellation. NAVPHIBASELCREEKINST 1560.2C is hereby cancelled.

3. Background

a. Community Colleges and universities have become increasingly interested in offering VOLED programs and services aboard Naval installations. This situation has created a competitive environment that can result in the establishment of high-quality, on-base programs tailored to meet the educational and career needs of the Naval community.

b. In 1999, VOLED programs in the Navy were consolidated under the Navy College Program, streamlining and expanding the opportunity for Navy personnel to pursue a college degree during their career. The Navy College Program serves as an umbrella for the various components of the Navy's VOLED Program, integrating them into a single system. References (a) through (c) provide guidelines on establishing and administering VOLED programs for Navy personnel.

c. The Commanding Officer, NAVPHIBASE LCREEK, fully subscribes to the concept of VOLED and the Navy's Pride, Professionalism, and Personal Excellence program objectives and supports it through the provisions of this instruction. The following goals are established as significant achievements for active duty Navy personnel:

- (1) A High School Diploma or GED equivalent for all.
- (2) An Associate Degree for enlisted personnel.
- (3) A Bachelor's Degree for officers.
- (4) A Graduate Degree for those who so desire.

d. Centralizing the VOLED Program offered by colleges and universities into a single, base wide program, managed by a VOLED Program Director will ensure that:

- (1) The educational needs of Navy and DOD employed civilian personnel are served.
- (2) Equal opportunity is afforded all eligible educational institutions to provide quality education programs.
- (3) Limited NAVPHIBASE LCREEK resources will be fully utilized.
- (4) Programs and courses are not duplicated.
- (5) The Navy College Office will serve as a central point of contact between NAVPHIBASE LCREEK commands and educational institutions on such matters as establishment of on-base education programs, generation of publicity, and meeting base security and facilities regulations.

4. On-Base VOLED Program Management. The Navy College Program is a Commander, Naval Education and Training Command (NETC) program. Program management and direction are provided by NETC through the Commanding Officer, Naval Education and Training Professional Development and Technology Center (NETPDTC). The senior Navy College Office Education Services Specialist (ESS) reports to Commanding Officer, NAVPHIBASE LCREEK for command and logistical support. Accordingly, the senior Navy College Office ESS is appointed Director for the On-Base VOLED Program for NAVPHIBASE LCREEK. In this capacity, the senior Navy College Office ESS will comply with appropriate sections of references (b) and (c) and perform the following functions:

- a. Inform the Commanding Officer, NAVPHIBASE LCREEK of the status of the VOLED Program and any problems of a policy nature.
- b. Maintain liaison with NAVPHIBASE LCREEK resident commands to determine their educational needs and provide appropriate educational and informational services.

13 NOV 2002

c. Maintain liaison with post-secondary institution representatives concerning educational programs and services.

d. Conduct a Triennial Educational Needs Survey of NAVPHIBASE LCREEK personnel, affording them the opportunity to provide valuable input into the Base Educational Plan. The survey results will be the basis for drafting and implementing NAVPHIBASE LCREEK's VOLED Plan. Enclosure (1) is the base-wide VOLED Plan for FY 2002-2005.

e. In accordance with reference (b), execute and monitor a Memorandum of Understanding (MOU) between Commanding Officer, NAVPHIBASE LCREEK and all institutions providing on-base programs and services.

f. Evaluate and monitor existing programs to assess their quality and achievement of purpose.

g. Obtain new on-base education programs to satisfy the needs and interests of base personnel and DOD employed civilian personnel as determined by the Triennial Education Needs Survey.

h. Facilitate accreditation reviews and evaluation site visits.

i. Publicize all available on-base programs and related matters of educational interest to all personnel.

j. Verify the conferral of all degrees and forward a letter of achievement to the Personnel Support Activity Detachment, Little Creek for appropriate service record entry.

k. Review all requests for access to NAVPHIBASE LCREEK by educational and vocational institutions not affiliated with a NAVPHIBASE LCREEK on-base educational program, to ensure compliance with references (b) and (c).

l. Represent the Commanding Officer, NAVPHIBASE LCREEK at committee meetings related to the VOLED Program.

5. Responsibilities

a. Resident commands and NAVPHIBASE LCREEK staff shall:

(1) Assure compliance with references (b) and (c) in the operation of on-base VOLED programs.

(2) Disseminate information on off-duty educational opportunities to all command personnel.

NAVPHIBASELCREEKINST 1560.2D
13 NOV 2002

(3) Request the Navy College Office to participate at command "I" Division and General Military Training evolutions as appropriate.

(4) Encourage participation of personnel in the VOLED Program with particular attention to those offerings that support Navy-wide initiatives such as retention, quality of life, equal opportunity, and career development.

b. Refer all representatives of educational and vocational institutions desiring access to NAVPHIBASE LCREEK to the Director, Navy College Office. The Director shall screen all matters and requests for access to ensure compliance with references (b) and (c) and existing MOU's with on-base institutions.

c. Coordinate with the Navy College Office on problems related to the use of classrooms within command spaces by on-base institutions.

d. Ensure the Navy College Office is included on the "check-in" and "check-out" processes for all command personnel.



JAMES L. O'KEEFE III

Distribution:

NAVPHIBASELCREEK/REGPUBSAFETYINST 5216.2P

List IA, IB (1, 1A, 2, 2A, 3, 3A only) IC, ID - Case A

List II and III

Stocked by:

Commanding Officer

Naval Amphibious Base Little Creek

2600 Tarawa Court Suite 100

Norfolk, VA 23521-3297

13 NOV 2002

Naval Amphibious Base Little Creek

Voluntary Education Plan

2002 - 2005

1. Introduction. The Commanding Officer, Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK), is responsible for providing an on-base education center to administer and deliver Voluntary Education (VOLED) programs and services to all military personnel assigned to the NAVPHIBASE LCREEK community in accordance with SECNAVINST 1560.4 and OPNAVINST 1560.9. NAVPHIBASE LCREEK supports a variety of VOLED programs. All VOLED programs are provided to increase military personnel work skills, enhance promotional opportunities through increased skill performance, and develop individual worth and accomplishment. This VOLED Plan was prepared to offer a framework under which the program will continue to provide the requisite services over the next three years.

2. Policies

a. NAVPHIBASE LCREEK military personnel will be encouraged to participate in VOLED programs.

b. These VOLED programs are open to all active duty military service personnel, military reservists, DOD employees, military retirees, and their adult family members and other civilians on a space available basis. Once enrollment requirements of active duty personnel have been met, all others can participate at the discretion of the Commanding Officer.

c. Educational counseling will be available for active duty military personnel through group briefings or individual appointment on a continuing basis from the Navy College Office. Tuition Assistance counseling is mandatory for all active duty military personnel who wish to participate in VOLED programs.

d. The Navy College Office is responsible for the Navy College for Afloat College Education (NCPACE) Orientation Services (OS) and the design of command education plans for all eligible commands under its area of responsibility.

e. The Director, Navy College Office is designated as the principal staff advisor to the Commanding Officer, NAVPHIBASE LCREEK, on VOLED matters and is assigned the responsibility for the administration and management of the VOLED programs and the Navy College Office onboard NAVPHIBASE LCREEK.

3. Goals. Navy personnel are encouraged to participate in VOLED programs as part of their lifelong learning process, to enhance

Enclosure (1)

18 NOV 2002

their military effectiveness, prepare for positions of greater responsibility, facilitate their preparation for an increasingly technical Naval force, and support personal excellence and quality of life concerns.

4. Individual Achievement Levels. The Navy endorses the achievement of the following minimal educational goals for its' personnel:

a. A High School Diploma (or its equivalent) for all personnel.

b. An Associate's Degree for enlisted personnel.

c. A Baccalaureate Degree for officers.

d. A Graduate Degree for those who so desire.

5. Plan Objectives and Services

a. Counseling Services. The Navy College Office shall provide individual and/or group educational counseling services designed to assist and encourage active duty members to achieve their individual educational objectives and goals. Counseling shall include, but not be limited to, all Navy College programs and services, on-base institutions and their programs, institutions and programs available at other military installations, and programs at institutions in the local area.

b. Navy College Learning Center (NCLC) and Navy College Learning Program (NCLP)

(1) The NCLC provides individual computer based instruction in English, Reading, Basic Mathematics, Advanced Mathematics, Social Sciences, Natural Sciences, and other academic skills. These are all designed to assist Navy personnel who need to acquire or refresh their basic skill levels necessary for effective job performance and to assist them in reaching their future educational goals. All active duty personnel, reservists, retirees, and their adult family members are eligible to use the NCLC. A schedule of operating hours is established by the Navy College Office and is published in their monthly newsletter and other available media onboard NAVPHIBASE LCREEK.

(2) The recently completed Triennial Needs Assessment indicated 6.9% of the active duty base population have utilized the NCLC within the past year. The NCLC is primarily used to help Sailors and Marines prepare to retake their Armed Services Vocational Aptitude Battery (ASVAB) exams by offering self-contained courses in Mathematics, English and Reading. Since

13 NOV 2002

opening its doors in October 1994, the NCLC has experienced a 99% success rate in personnel retaking their ASVAB exam and raising their Test Battery Scores. The NCLC is also used to help Sailors and Marines qualify for Navy schools and to cross-rate into new career fields.

(3) The NCLP uses a traditional instructor-led curriculum to provide classroom instruction in Mathematics, English, and Reading for Navy personnel who need to acquire the basic skill levels necessary for effective job performance and to assist them in reaching their future educational goals. All active duty Navy and Marine Corps personnel are eligible to take courses through the NCLP. Classes, which vary in length from 3 to 8 weeks, are scheduled on an "as needed" basis by the Navy College Office to meet the needs of participating commands.

c. Navy College High School Completion Program (NCHSCP)

(1) The NCHSCP provides the opportunity for all non-high school graduates to complete the requirements for their high school diploma. Participation in high school completion classes is fully funded by the Navy's Tuition Assistance Program for active duty personnel. Adult family members may participate at their own expense.

(2) The Navy College Office also provides an alternative to the NCHSCP through the Defense Activity for Non-Traditional Educational Support (DANTES) General Education Development (GED) testing program. Active duty military members and military reservists may participate at no cost. Adult family members must seek GED testing through the Adult Education Program of the city in which they reside in.

(3) The Navy College Office will assist all NAVPHIBASE LCREEK commands in identifying those personnel who have not completed their high school studies.

(4) At the request of Commanding Officers and Officers-in-Charge, the Navy College Office will provide a command listing, from the Navy College Management Information System (NCMIS) of non-high school graduates. The Navy College Office will prepare and release periodic Plan of the Week announcements, newsletters, and newspaper press releases to encourage individuals to pursue this credential while stationed at NAVPHIBASE LCREEK. When conducting NCPACE Orientation Services, the Navy College Office will identify all non-high school graduates to the respective Commanding Officer/Officer in Charge and encourage their support in meeting this navy wide educational goal.

13 NOV 2002

d. College Preparatory/Special Interest Courses

(1) The triennial needs assessment demonstrated an interest in a variety of college preparatory and special interest courses. Refresher English, Mathematics, and Reading are available through the NCLC and available at local institutions within commuting distance.

(2) Based upon survey interest, Career Exploration, Test Taking Strategies, Internet Usage, and Study Skills courses will be reviewed for possible inclusion in our on-base program.

e. On Base Post-secondary Education Opportunities

(1) Current Program Offerings

(a) The following Associate Degree programs are currently offered on-base:

Saint Leo University	AA - Liberal Arts
Tidewater Community College	AS - General Studies
Tidewater Community College	AS - Education (Social Sciences)

(b) The following Baccalaureate Degree Programs are currently offered on base:

Saint Leo University	BA-Accounting
Saint Leo University	BA-Business Administration with concentrations in: Health Services Administration Management Marketing Technology Management
Saint Leo University	BA-Criminology with concentrations in: Administration Human Resources Administration and Human Resources
Saint Leo University	BA-Human Resources Administration
Saint Leo University	BA-Psychology
Saint Leo University	BA-Public Administration
Saint Leo University	BA-Religious Studies
Saint Leo University	BA-Sociology
Saint Leo University	BS-Computer Information System

(c) The following Master's Degree Programs are currently offered on base:

18 NOV 2002

Old Dominion University	Master Science in Education: MS-Elementary Education MS-Middle School Education MS-Secondary Education
Troy State University	Executive Master Business Administration Master Business Administration Master of Public Administration with concentrations in: Education Health Care Administration Justice Administration Management Information Systems Public Management Public Personnel Management
Troy State University	MEd-Educational Leadership MEd-Instructional Technology
Troy State University	MS-Human Resources Management
Troy State University	MS-Management with concentrations in: Healthcare Management Human Resources Management Leadership and Organizational Effectiveness

(d) The following degree programs are available through the NCPACE Program:

Instructor Based Programs:

Central Texas College - Academic Skills Certificate
Central Texas College - Certificate in Business Management
Central Texas College - Certificate in Criminal Justice
Central Texas College - AGS General Studies

Computer Based Programs:

Citrus College - AS Administration of Justice
Coastline Community College - AA General Studies
ECPI College of Technology - AAS Computer Electronics Technology
Governor's State University - BA in Liberal Studies
Old Dominion University - BA Engineering Technology
Master's in Engineering Technology
Saint Joseph's College - MS Education

(e) The following Navy College Learning Center (computer based) certificate programs are available:

Academic Skills Certificates:

Certificate in Language Arts
Certificate in Reading
Certificate in Mathematics

13 NOV 2002

Natural Sciences Certificates:

Certificate in Natural Sciences

Certificate in Advanced Sciences: Physics I and II

Chemistry I and II

Mathematics Certificates:

Certificate in Beginning Algebra

Certificate in Intermediate Algebra

Certificate in Advanced Algebra

Certificate in Geometry and Measurement

Certificate in Calculus I and II

Other Certificate Programs:

Certificate in Social Studies

Certificate in Work Skills

Certificate in Life Skills

6. Program Development Plan

a. Background

(1) The recent Triennial Education Needs Survey indicated the below immediate education goals were:

HS diploma/GED Certificate	0.8%
Occupational/Vocational Certificate	9.6%
Associate Degree	33.5%
Bachelor's Degree	17.4%
Master's Degree	8.2%
Beyond Master's Degree	1.9%

(2) To support these educational goals, on-base institutions will continue to offer academic and vocational programs that lead to the completion of vocational certificates, Associate, Baccalaureate, and Graduate Degree programs. Institutions offering on-base Associate Degree programs will facilitate the transfer of credit among undergraduate schools by either being a member of Servicemembers Opportunity College Navy (SOCNAV) program or via special articulation agreements.

(3) Baccalaureate Degree programs are provided to enable enlisted personnel to complete requirements for commissioning or to meet academic requirements for application to other VOLED programs that lead to a commission. These programs will also enable officers to meet the Navy's desired educational goal for all officers and provide all personnel with an opportunity to achieve upward mobility and a sense of personal accomplishment. All institutions selected to provide Baccalaureate Degree programs will be members of the SOCNAV-4 Consortium Network.

13 NOV 2002

(4) The Navy College Office will continue to provide Graduate Degree programs to enable all personnel to increase their level of education in management and to meet their individual education goals.

b. Degree Program Development

(1) The data indicates presently established on-base programs appear to meet a majority of expressed needs for Associate, Baccalaureate, and Graduate Degree programs. However, the data further indicates that undergraduate program development should include more coursework in the Computer Sciences including LAN Administration. These programs should include certification programs that translate into valuable job opportunities and may also serve Navy training requirements.

(2) The Navy College Office shall pursue, a Certificate/Associate Degree that involves, at the very least, Microsoft Certified System Engineer Certification. A vendor for this LAN program will be identified via a request for proposal process. The Navy College Office will prepare an invitation for proposal for the Commanding Officer's signature that will be sent to various academic institutions offering such programs.

c. Alternative Degree Programs. The Navy College Office shall provide information concerning alternative degree programs available at the Associate, Baccalaureate, and Graduate levels through the DANTES External Degree Program and other distance learning and education opportunities. Information will include counseling on pursuing a program via distance learning, Tuition Assistance options, and success strategies.

d. DANTES Examination Program. The Navy College Office shall provide testing services through the DANTES Examination Program to active duty personnel, reserve personnel, their adult dependents, along with DOD personnel and civilians enrolled in on-base programs, on a space available basis, as permitted by pertinent test directives. DANTES provides a variety of examinations through which an individual may achieve a high school credential, satisfy undergraduate and graduate level college admissions requirements, earn potential college credits or gain professional certification. The Navy College Office shall also provide proctor services for our customers enrolled in distance learning programs. A monthly test schedule is published in the NAVPHIBASE LCREEK Navy College Office "Information Express" newsletter. The semi annual regional test schedule is included in the Hampton Roads Regional Navy College Test Schedule.

13 NOV 2002

e. Navy College Program for Afloat College Education (NCPACE). The Navy College Office, NAVPHIBASE LCREEK has administrative and operational control in providing NCPACE opportunities to all sea going commands homeported at NAVPHIBASE LCREEK. The following services shall be provided in support of the NCPACE program:

(1) Conduct command level briefing for CO/XO/CMDCM/SEA/ESO/CCC's to gain their support for an active NCPACE program.

(2) Conduct khaki level briefing to define their role in the successful implementation of a NCPACE program aboard their command.

(3) Conduct crew briefings, Assessment of Skills for Successful Entry and Transfer (ASSET) placement testing, individualized counseling, developing individualized education plans, and a strategy to support the attainment of individual educational objectives through multiple program applications.

(4) Develop a "Command Education Plan" every six months, providing afloat commands a year round NCPACE program.

(5) Provide guidance and assistance through the planning and implementation of an ongoing NCPACE program.

f. Education Updates

(1) The Navy College Office shall provide educational information on a regular basis to all NAVPHIBASE LCREEK commands, and ships Command Career Counselors and Education Service Officers. Information shall be provided through the Plan of the Week, Navy College Office newsletter, Indoctrination programs, General Military Training briefings, and news articles in the Hampton Roads area wide military newspaper "Flagship".

(2) The Navy College Office shall assess program needs, determine feasibility, and initiate action to effect implementation as appropriate.